



Blank Timesheet Dispatcher

Blank timesheets can be sent out by Email, Post (printed) or Fax.

Types of timesheets that can be used are Single Timesheet to Temp/candidate, Single Timesheet to Client or Multiple Timesheets to Clients.

Fields Used for Dispatch

The default dispatch method and type are set by Division in Agency Setup. If the relevant timesheet type and dispatch method are blank against a vacancy/booking then the defaults for that division will be used. Any vacancy/booking which needs to use a different method than the defaults must have the relevant questions set:

The screenshot shows a web form titled 'Questionnaire' with a 'Client Department' dropdown. Below it, a table is highlighted with a red border, showing the following data:

Vacancy Qaire	
Blank Timesheet Type	Multiple to client
Blank Timesheet Sending	Email
Blank Timesheet Format	PDF

When sending the by Email or Fax the relevant email address/ fax number must exist in the correct field.

If dispatch type is to temp/candidate then the email or fax must exist in the candidate records. If no address exists it will be printed and dispatch method recorded as POST.

The screenshot shows the 'Kinade Adonsako' software interface. On the left is a sidebar with menu items: Temp, Contact Events, Get in Touch, Diary, Shifts, Shift Progress, Availability, and Requirements. The main area displays a candidate record for 'The Agency'. The record includes fields for Name, State, Available From, Personal, Home Phone, Day Phone, Mobile, E-mail (highlighted with a red box and containing 'barbara@iqx.co.uk'), and Payroll Email. At the bottom, there is a 'Social Media' section with a LinkedIn link.

When sending by EMAIL or FAX to a client, the first place the relevant address will be looked for is in the vacancy/booking site details.



Placements	Site Contact	
Timesheets	Site	
Site Details	Role	
Web Publish	Phone Numbers	
Miscellaneous	Fax	
Location Man	E-Mail	vhs@iqx.co.uk
	Address	

If there is no entry in site details, it will default to the vacancy contact email or fax from the client record.

The screenshot shows a window titled 'A & M Stephens'. It has a menu bar with 'Reports', 'Delete', and 'Help'. On the left is a sidebar with 'Contacts', 'Contact Events', 'AWR', 'AWR Closures', and 'Vacancies'. The main area is divided into two panes. The left pane shows details for 'A & M Stephens' with fields for Name, Address, Phone (01835 824970), Account Code (AMS001), and Invoice Address. The right pane shows contact details for 'A Stephens' with fields for Primary (checked), Direct Phone, Mobile, E-mail (viola@iqx.co.uk), Direct Fax, and Job Title.

If no details exist in either the Site Details or Client Record then the timesheet will be PRINTED and dispatch method recorded as POST.

Using the Dispatcher

If dispatching is enabled and set up correctly on your database, a new **Dispatch** button will appear above the grid on the Temp Desk Timesheet View and two new fields appear on the grid - Dispatch Date and Dispatch Method.

The screenshot shows the 'Temp Desk' interface. At the top, there are filters for Desk (Demo - Industrial 1), View (Weekly Contract), Year (2011), Week (24), and End Date (18/09/2011). Below this is a table of vacancies. Above the table is a 'Dispatch' button. The table has columns for Number, Invoice, Payroll No., Temp, Account Code, Company, Job Title, Comment, Dispatch Date, and Dispatch Method. The data rows are as follows:

Number	Invoice	Payroll No.	Temp	Account Code	Company	Job Title	Comment	Dispatch Date	Dispatch Method
2511	NEW		Nawrot, Karol	NEG101	National Express Gr...	Administrator			
2512	NEW		Kurtulmus, Nilgun	KEM003	Kembrey PLC	Administrator			
2513	0000LX		Black, Ralph	ABC001	ABC Contract Servic...	Accounts Assistant			
2514	0000KL		Slack, Latisha	SP01	Specialmove Consul...	Secretary			
V2532	NEW		Barton, James	AMS001	A & M Stephens	AWR Operative			

Dispatching is best run from a single temp desk at a time not all.

If in doubt double check the vacancies/bookings to check that any that need to be set to different methods / types from the default are set correctly.

You need to first CREATE the provisional timesheets for the week, and then use the dispatch button.

You will then be asked to:

1. Select the Division (it is possible to select for ALL divisions. Note that companies with no



- division set will not be sent anything)
2. Select a Client Code if you wish to send for just one client at a time, or select ANY for all.
 3. Optional - Enter a custom line of text. This will appear as the first line of the Email above any default Division Timesheet Text.
 4. Confirm that you wish to send the Blank Timesheets - **YES** to send **NO** to cancel.

IQX will then dispatch all Timesheets according to the parameters set and selected. The Dispatch Date will be the date that the dispatch was run and the Dispatch Method will show the relevant code set in your database.

Temp Desk

Desk

Health - shifts desk

View

Weekly Shift

Year

2014

Week

27

Ends 12/10/2014

(Current)

Process

Update

Close

Help

Vacancies

Search

Expand

Add

Vacancy

Candidate

Create

Dispatch

?

Count

Document

Show Hours

Temp

Placements

Vacancy Shifts

Shifts

Timesheets

Transfer

Cascades

AWR Temps

Number	Invoice	Payroll No.	Temp	Account Code	Company	Job Title	Comment	Dispatch Date	Dispatch Method
V3432		0000K6	Jeffrey Carroll		The Stationary Shop	Another test for vis...		23/10/2...	ND
V3433		NEW	Raymond Callender		The Stationary Shop	Another test for vis...		23/10/2...	EM
V3434		NEW	Eleanor Ryman		The Stationary Shop	Another test for vis...		23/10/2...	PT
V3435		NEW	Jason Grant Heath		The Stationary Shop	Another test for vis...		23/10/2...	EM
V3437		NEW	Jason Grant Heath	509	3I Group PLC	Test for Jade script			

- Only timesheets that were successfully dispatched will have the dispatch date & method details populated against them.
- If there is no Email or Fax address found and that is the intended dispatch method, the timesheet will be printed instead.
- Timesheets added later can be sent as only timesheet lines with blank dispatch information are sent went using the dispatch button.
- If you need to dispatch a timesheet again, you need to clear the dispatch details by right clicking on the relevant line and selecting Clear Dispatch Details.

Job Title	Comment	Dispatch Date	Dispatch Method
er test for vis...		23/10/2...	
er test for vis...		23/10/2...	
er test for vis...		23/10/2...	PT
er test for vis...		23/10/2...	EM
r Jade script			

- Running the dispatch only picks up lines for provisional timesheets with NO dispatch details existing.

Go back to [Temp Desks](#)



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